

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 10

March 29, 2000

SUBJECT: BOOKING APPROVAL AND INSPECTION OF ARRESTEES

PURPOSE: Striving to achieve the highest level of quality in all operations, the Department continues to review existing systems and procedures to identify areas for improvement. A result of this effort has revealed the need for greater watch commander involvement during the processing of arrestees and their resulting arrest reports. This review also identified that watch commander inspections of all arrestees brought to a Community Police Station (CPS) will provide a mechanism to enhance the quality of our operations and public trust.

This Order revises the procedure for Department personnel to follow when bringing a person detained or arrested into any CPS. Additionally, it revises the pre-booking advice and approval process and the approval of related arrest reports.

PROCEDURE:

- I. **INSPECTION AND INTERVIEW.** All persons arrested by an officer of this Department shall be brought before a watch commander for an inspection and interview.
 - A. **Area Station.** Any officer, from any command, that arrives at a Community Police Station with a person detained or arrested shall immediately ensure that the person is visually inspected and interviewed by the Watch Commander.
 - B. **Specialized Divisions.** All specialized division arrestees shall be inspected and questioned by one of the 18 Area watch commanders or the Watch Commander, Metropolitan Jail Section, Jail Division, before being booked.
 - C. **Medical/Absentee Bookings.** In those rare cases where bookings preclude an inspection/interview by a watch commander at an Area or Jail Division (i.e., medical/absentee bookings), the watch commander shall ensure the suspect is inspected/interviewed by a Department supervisor.

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The watch commander shall interview the detained person or arrestee and, at a minimum, ask the following three questions:

- * Do you understand why you were detained/arrested?
- * Are you sick, ill, or injured?
- * Do you have any questions or concerns?

II. BOOKING ADVICE.

- A. **Defined.** Booking advice is the recommendation given to the watch commander regarding what charge(s) an arrestee should be booked for based on the circumstances of the arrest.
- B. **Booking Advice Procedure.** Prior to booking an arrestee on a felony charge at any jail facility, booking advice shall be obtained from an investigative supervisor from the on-duty investigative entity responsible for the follow up investigation. The investigative supervisor giving the booking advice shall sign his/her signature in the "ADVISING INVESTIGATIVE SUPERVISOR" section of the Booking Approval, Form 12.31.

Exception: Officers are not required to obtain booking advice on narcotic arrests when no follow-up investigation will be conducted.

Booking advice is not required if the investigative entity responsible for the follow-up investigation is off-duty.

Exception: Headquarters Section, Detective Headquarters Division, will continue to provide booking advice, counseling, and assistance to officers making felony arrests when the responsible specialized detective division of Operations Headquarters Bureau is closed and the suspect is to be booked (2/642.21).

Prior to booking an arrestee on a misdemeanor charge, booking advice may be obtained from the on-duty investigative entity responsible for the follow up investigation.

- C. **Telephonic Booking Advice.** When obtaining a signature from the advising investigative supervisor is not practicable, the watch commander giving booking approval shall obtain booking advice telephonically from the responsible investigative supervisor.

The approving watch commander shall write the name of the advising investigative supervisor followed by the watch commander's initials, and place a check in the box labeled "TELEPHONIC ADVICE" on the Booking Approval, Form 12.31.

- D. **Booking Advice - Final Authority.** The watch commander approving booking has the final authority as to the booking charge. In the event the investigative supervisor's advice differs from that of the approving watch commander, the watch commander shall ensure his/her rationale is properly documented in the Watch Commander's Daily Report, Form 15.80.

III. BOOKING APPROVAL.

- A. **Defined.** Booking approval is the final authority given to an officer to incarcerate an arrestee into a jail facility on a given charge(s).
- B. **Booking Approval Procedure.** Booking approval for any arrest, shall only be obtained from an Area watch commander or the Watch Commander, Metropolitan Jail Section, Jail Division. The Watch Commander is required to sign his/her signature in the approving watch commander section of the Booking Approval, Form 12.31.
1. Officers or detectives assigned to Areas (Vice, Operational Support Division, Special Enforcement Unit, Patrol, etc.) shall obtain booking approval from their respective Area watch commander before booking any arrestee into any jail facility.
 2. Officers or detectives assigned to specialized divisions shall obtain booking approval from one of the 18 Area watch commanders or the Watch Commander, Metropolitan Jail Section, Jail Division, before booking any arrestee into any jail facility.

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Any arrest which previously required booking approval from a specialized investigative entity (i.e., adult felony traffic, fugitive bookings, juveniles, etc.), shall now obtain booking advice from that entity. Booking approval shall only be given by an Area watch commander or the Watch Commander, Metropolitan Jail Section, Jail Division.

Exception: When a Department employee is taken into custody by an officer and the offense committed indicates the need to book the employee, booking approval shall be obtained from the employee's bureau commanding officer (3/837.50).

ARREST REPORTS. All arrest reports shall be approved and signed by a Department supervisor and checked for probable cause, propriety, essential information, clarity, and legibility.

Additionally, the investigative supervisor providing booking advice shall review all related reports for required content and place his/her initials and serial number at the conclusion of the narrative portion of each report (4/216.12).

Note: Officers shall not sign or otherwise write any name for a supervisor in any Department report or form requiring an approving supervisor's signature.

BOOKING RECOMMENDATION, FORM 12.31 - REVISED. The Booking Recommendation, Form 12.31, has been retitled, "Booking Approval." In addition, the form has been revised to reflect the following:

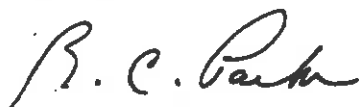
- * The signature block for the approving supervisor has been deleted;
- * A space has been added for the signature of the investigative supervisor giving booking advice;
- * A "TELEPHONIC ADVICE" box has been added under the "ADVISING INVESTIGATIVE SUPERVISOR" space; and,
- * A signature block for the approving watch commander has been added.

With the exception of the procedure delineated in this Order, the use, completion, and distribution of this form has not changed.

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AMENDMENTS: This Order amends Sections 2/642.21, 2/642.23, 2/643.31, 2/644.33, 3/837.50, 4/204.65, 4/209.05, 4/216.02, 4/216.05, 4/216.10, 4/216.12, 4/216.67, 4/216.70, 4/218.15, 4/218.20, 4/218.60, 4/218.61, 4/218.67, 4/240.10, 4/258.25, 4/264.15, 4/284.20, 4/604.43, 4/611.10, 4/611.40, 4/611.50, 4/620.22, 4/645.16, 4/725.55, 4/851, and 5/12.31 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officers of each operations bureau shall monitor compliance with this directive in accordance with Manual Section 0/080.30.



BERNARD C. PARKS
Chief of Police

DISTRIBUTION "A"

Attachment